



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 10/22/2015 Closing Date: 11/05/2015

Position Title: Maintenance/ Grounds Keeper

Department: Eagle Feather Trading Post #2

Work Schedule: Varies/ Full-Time

Wage Rate: \$11.26/Hr./ Paid Bi-Weekly/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- High school diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit to:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

31071 Hwy 190 Porterville, CA 93257

JOB DESCRIPTION

TITLE: Maintenance/Grounds Keeper **WORKSITE:** Eagle Feather Trading Post #2
40103 Highway 33
Kettleman City, CA

GENERAL POSITION DESCRIPTION

The Grounds Keeper maintains the environment in and around the store by performing the following duties.

DUTIES AND RESPONSIBILITIES:

1. Keep track of received data and source documents;
2. Spot washes walls and work surfaces.
3. Empties trash and garbage containers.
4. Clean restrooms, sanitize fixtures, and re-stock supplies.
5. Clean refrigerators, move and clean under and around furniture.
6. Clean deck areas and sidewalks.
7. Report needed repairs and safety concerns.
8. Keeps record of receipt papers for pumps.
9. Must have knowledge of cleaning and checking fuel islands.
10. Must clean around garbage dumpsters, and pressure wash if needed.
11. Replace trashcan liners in store as needed.
12. Must fill water reservoirs, and insure they all have squeegees.
13. Must be able to operate a pressure washer.
14. Must restock icebox outside, and restock items on shelves, including stocking groceries.
15. Must trim edges around walks, flower beds, and walls.
16. Must make minor repairs on equipment such as weed cutters, edging tools, and shears.
17. Must dispose of major debris.
18. Must make repairs; install fences, gates, walls, and walkways.
19. Must spray lawns, shrubs, and trees with fertilizer, herbicides, and insecticides.
20. All other duties assigned.

QUALIFICATIONS:

1. High school diploma or general education degree (GED).
2. Two (2) years of high volume public contact experience or an equivalent combination of education and experience.
3. Must be 18 years of age or older.
4. Must successfully complete a pre-employment drug and alcohol screen.
5. Must successfully complete a pre-employment background check.
6. Must be professional, polite, and respectful towards all guests.
7. Must be able to handle extended hours when necessary.
8. Must be able to work weekends and holidays.
9. Excellent interpersonal skills with demonstrated patience, tact and respect.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read and comprehend policy & procedures, rules & regulations and operating instructions.
2. Must be knowledgeable in cleaning methods and cleaning solutions and familiar with Material Safety Data Sheets.
3. Ability to operate mechanical cleaners, polishers, buffers, and any other floor equipment.
4. Ability to handle and maintain confidential information.
5. Must be able to perform essential functions of job including standing for long periods of time.
6. Ability to use hands, arms, climb or balance, stoop, kneel, crawl, and able to lift 50 lbs.
7. Excellent verbal and listening skills.

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 50 pounds frequently.
- The employee is required to sit, stand or walk for long periods of time, as well as bending, reaching, twisting, turning, stooping, and kneeling.
- Specific vision abilities required by this job include near and far sighted vision
- Ability to occasionally climb a ladder to store or retrieve materials, and/or place or remove signs
- Ability to grasp, reach and manipulate objects with hands up. (This work requires eye-hand coordination, and may require bilateral coordination of hands)
- Able to work in cold environments (stocking and cleaning coolers)

This position reports to: Assistant Store Manager/Store Manager

Supervises: None

Salary: Pay Range 8: \$11.26-\$14.37/ HR
Paid Bi-Weekly/ Overtime Eligible

Working Hours: Full Time/ 40 Hours/ Week
24/Hour Operation-Flexible

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).